	REPUBLIC POLYTECHNIC	
POLYTECHNIC	PROCEDURE TO TERMINATE E-GIRO	Rev 00 Effective Date: 13/02/2023

1 PROCEDURES

Logging in to eGIRO portal https://lcs.rp.edu.sg/egiro/

- 1.1 Scan with Singpass app or login in with Singpass ID and password
- 1.2 Upon successful login to Singpass. Click on VIEW STATUS / TERMINATION.

REPUBLIC POLYTECHNIC DECOVER TRANSPORT ACHIEVE	Republic Polytechnic eGIRO portal	Logout
		Please note for Terminating an GIRO arrangement: 1) The termination button is only available for GIRO application submitted by this eGIRO portal only.
		2) For GIRO arrangement setup that is submitted by hardcopies, the termination cannot be done in this platfrom. It has to be informed by account holder to the bank directly.

1.3 Read the terms and conditions and click AGREE.

IMPORTANT

1) The termination button is **only** applicable to GIRO application <u>submitted via this eGIRO</u> <u>portal</u> only.

2) For GIRO arrangement setup that is <u>submitted by hardcopies</u>, the termination <u>cannot</u> be done in this platfrom. **It has to be informed by account holder to the bank directly.**



1.4 Indicate the following:

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- (1) Student ID
- (2) Bank Account Number to be terminated
- (3) Tick the box that you have read and understood the terms and conditions
- (4) Click SUBMIT

Verification
Student ID * 1
Enter Student ID
Student Name * -
Bank Account Number * 2
Enter Bank Account Number
3 I have read and understood the terms and conditions and accept them by ticking this box
SUBMIT 4
CANCEL

1.5 It will show the status of the bank account indicated. And if the eGIRO is under APPROVED status, click on TERMINATION to proceed to terminate the eGIRO arrangement.

REPUBL POLYTECHN DISCOVER: TRANSFORM ACC	Republic Polyt	echnic eGIRO portal	/			Logout
Back To Home						TERMINATION
Bank Name	Bank Account Number	Account Holder's Name	Student ID	Student Name	Status	Status Date Time 🗘
DBS Bank Ltd	۲	Aston	123456	Dev_TestStudent	Approved	09/02/2023 04:35:30
1 to 1 of 1 items						

1.6 Put in the termination Reason and click SUBMIT

↓ Termination Reason	×
	SUBMIT

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1.7 Click OK if you want to terminate the current eGIRO arrangement.

lcs.rp.edu.sg says		
Are you sure you want to terminate the current	eGIRO appli	cation?
	OK	Canad
	OK	Cancel

Termination for DBS eGIRO

- 1.8 You will be prompted to sign into your bank
 - 1.8.1 DBS Bank

DBS of Posb
Securely log in with your DBS or POSB account to continue this transaction
User ID
PIN
By proceeding, you consent to DBS disclosing to third parties your personal data required to process your requests.
Cancel Log in
Forgot User ID & PIN

1.8.1.1 Upon successful sign on to DBS, select the Giro arrangement to RP and click SUBMIT to delete the Giro arrangements.

⊠DBS ✿ POSB eGIR⊘		Log Out
	Delete eGIRO arrange	ment
Bill Reference Number	Billing Organisation	Effective Termination Date
RP2023	REPUBLIC POLYTECHNIC	Immediate
		Cancel Submit

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1.8.1.2 You will be informed that your request has been submitted.



1.8.1.3 You should receive notification from DBS that your request to delete the eGIRO arrangement for Republic Polytechnic was successfully.

1.8.1.4

Fr DBS: Your request to delete the eGIRO arrangement for REPUBLIC **POLYTECHNIC** with bill ref no. ending with (3 on 09/Feb/2023 was successful. If unauthorised, call DBS hotline.

1.8.1.5 Email notification would also be sent to your email address that you have indicated when you apply for eGIRO arrangement via eGIRO portal.

Termination for OCBC eGIRO

- 1.9 You will be prompted to sign into your bank
 - 1.9.1 OCBC Bank

OCBC Bank	Authorise login using OCBC OneToken on your mobile device X		
OCBC Access Code Singpass Login	STEP 1	STEP 2	
Secure Site Online Banking Access code	Lap on the notification from OCBC Bank	Lap "Contirm" to authorise	
PIN		Reject Confirm	
No Access Code/7N7 Click here.	Please ensure that you have turned on n You may request for Ref	otifications for OCBC Mobile Banking app. Resend in 7 seconds send	
Don't have Online Banking? Sign up now.	Alternatively, you may generate an	OTP manually on your mobile device	
Be alert to scams. Do not authorise transactions if in doubt. Logging in to OCBC Online Banking? If so, tap 'Confirm' by 16:33 SG Time on 09			
'Reject' and call us at 1800 363 3333 at once.			
Reject			

1.10 Upon successful sign on to OCBC, select the Giro arrangement to RP and click SUBMIT to delete the Giro arrangement.

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GIRO Services	Terminate eGIRO p	ayment	eGIR⊘			
erminate eGIRO payment	Complete this termination in 09:47 mi	ns				
	This eGIRO arrangement will of ways to settle any outstanding Any other GIRO arrangements NRIC/FIN/passport no.) will be	ease once you submit your termination request. You may or future payments. I that use the bill reference number shown below (eg terminated at the same time.	ay use other			
	Terminate eGIRO payments to					
	REPUBLIC POLYTECHNIC					
	Bill Reference no. RP2023011	16270227811999				
	eGIRO details					
	Nickname					
	Pay from					
	Payment limit	Expiry date				
		Cancel	Terminate now			

1.11 You should receive notification from OCBC that your request to delete the eGIRO arrangement for Republic Polytechnic is successful.

Forwarded message From: < <u>Notifications@ocbc.com</u> > Date: Subject: Your eGIRO arrangement has been terminated To: <
Dear Valued Customer
As you requested, we have terminated the following eGIRO arrangement:
Bill Organisation: REPUBLIC POLYTECHNIC
Date of request: 27 Jan 2023 Bill reference number: RP20230127131005038619 Reference number: 2023012716852985 Nickname: j Pay from: ****** Status: Successful
You can log in to OCBC Internet Banking to verify the status of this arrangement.
For assistance at any time, please call us at 1800 363 3333 (or +65 6363 3333 from overseas).
Thank you for banking with us. We look forward to serving you again.
Yours sincerely
Yvonne Cheong Vice President Digital Business OCBC Bank

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Termination for UOB eGIRO

1.12 You will be prompted to sign into UOB Personal Internet Banking



1.13 Upon successful sign on to UOB, click select the Giro arrangement to RP and click SUBMIT to delete the Giro arrangement.

₩ U	JOB 大本里行 Personal Internet Banking		
	eGIRØ Cancel eGIRO arrangement Stop automated bil payments		
	eGIRO arrangement details		
	Biller REPUBLIC POLYTECHNIC	Biller Reference RP20230209130848739954	
	From	Payment limit (SGD) No payment limit	
	Cancellation date Immediate - 09 Feb 2023		
	Confirm Back to biller		



1.14 You will be prompted on your submission and be directed back to browser.

JOB ***## Personal Internet Banking	
eGIR@ Cancel eGIRO arrangemen Stop automated bill payments	nt
SeGIRO arrangement has been successfully cancelled, you will be red	irected back to browser. If you are not redirected in 10 seconds, switch back to your browser.
eGIRO arrangement details	
eGIRO arrangement details Biller	Biller Reference
eGIRO arrangement details Biller REPUBLIC POLYTECHNIC	Biller Reference RP20230209130846739954 Raumant limit (SCD)
eGIRO arrangement details Biller REPUBLIC POLYTECHNIC From	Biller Reference RP202302091 80848739954 Payment limit (SGD) No payment limit
eGIRO arrangement details Biller REPUBLIC POLYTECHNIC From Cancellation date Immediate - 09 Feb 2023	Biller Reference RF202302091 80848739954 Payment limit (SGD) No payment limit

1.15 Click on acknowledge to return to main page.

REPUBLIC POLYTECHNIC UCCUR TAXATOM	Republic Polytechnic eGIRO porta	1		Logou	it
	GIRO termination request has bee holder will be informed of the app email address indicated during the	n submitted successfully. Ti lication status which will be e setup.	e account sent to the		
	Billing Ref No.	Billing Organization	Status		
	RP20230209130848739954	REPUBLIC POLYTECHNIC	Submitted		
	ACKNOW	LEDGED AND CLOSE			

1.16 Email notification would also be sent to your email address that you have indicated when you apply for eGIRO arrangement via eGIRO portal.

Termination Email Notification 9 February 2023 8:57 pm	
NoReply_eGIRO@rp.edu.sg	Deta
We refer to your application to terminate arrangement for the below student's fee Republic Polytechnic.	the GIRO payment to
Please be informed that your application APPROVED.	is
For Student ID: For Student Name: Bank Name: United Overseas Bank Ltd Bank account No: Bank account Holder's Name: GIRO arrangement expiry date: N.A. GIRO maximum limit: N.A.	
You may submit a new GIRO application via https://ics.rp.edu.sg/eGIRO/.	
Should you have any queries, please em schoolfee@rp.edu.sg.	il to <u>help-</u>
Please do not reply to this email, as it is unattended mailbox.	in
Thank you.	

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2 RECORDS

Not Applicable.

3 APPENDIX

Not Applicable.

AMENDMENT HISTORY

S/No.	Amendment Description	Rev No.	Effective Date (dd/mm/yyyy)	
1.	New release	00	13/02/2023	

Prepared By: Office of Finance

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